GOLDINGTON ACADEMY
GOVERNING BODY
TERMS OF REFERENCE AND ANNUAL WORKPLAN 2026-27

1.0	SUMMARY
1.1	The Governing Body takes a strategic role, acts as a critical friend to the Academy and is accountable for its decisions. The Governing Body's role and powers derive from its Instrument of Government dated 1st April 2011. The Governing Body set aims and objectives and agrees, monitors and review policies, targets, values and priorities for the Academy, including: • The effective use of financial, human and physical resources, • Compliance with legal requirements, • Being responsive to the needs of parents and the community and making it more accountable through consultation and reporting, • Assess and manage risk (including preparation of a statement on the academy's risk management for its annual report and accounts), • Appoint a Principal for the Academy

2.0	MEMBERSHIP & QUORUM
2.1	Membership of the Governing Body will comprise as follows: • 8 Appointed governors • 3 Parent governors • 1 Principal • 1 Teaching Staff governor • 1 Non-Teaching Staff governor • 1 LA governor In addition to the above membership the governing body may also appoint up to 3 co-opted governors, and the Secretary of State may also appoint 1 secretary of state governor.
2.2	A quorum of one third of the membership is required.
2.3	At the first meeting of each alternate calendar year, the Governing Body will elect a Chair for the following 2 years from its membership.

3.0	TERMS OF REFERENCE	FREQUENCY
3.1	Agree constitutional matters*, including procedures where the Governing Body has discretion.	As necessary
3.2	Recruit new governors as vacancies arise (appointed by Members of the Trust) and appoint new co-opted governors* where appropriate.	As necessary
3.3	Appoint or remove the Chair and Vice Chair*	2 Yearly
3.4	Appoint or remove a Governance Professional *	As Necessary
3.5	Establish the committees of the Governing Body and approve their terms of reference*	As necessary
3.6	Appoint the Chair of any committee (if not delegated to the committee itself)	Annually
3.7	Suspend a governor*.	As necessary
3.8	Decide which functions of the Governing Body will be delegated to the committees and individuals.	As necessary

3.9	Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*	Termly
3.10	Receive the Principal's report and consider whether any further action by the Governing Body is necessary. In particular: • Review and monitor the school development plan. • Review and monitor targets and achievement	Termly
3.11	Receive Governor visit reports.	Termly
3.12	Approve the budget for the financial year*	Annually
3.13	Review Governor training.	Termly
3.14	Keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.	On going, as necessary
3.15	Review the delegation arrangements annually*.	Annually
3.16	Review complaints made to the Academy.	As necessary
3.17	Review pupil exclusions.	As necessary
3.18	Review and ratify Academy policies that have not been delegated for approval to the committees.	Termly
3.19	Approve annual accounts and the annual report to parents and hold an Annual General Meeting*.	Annually
3.20	Undertake an annual self-assessment*.	Annually
3.21	Appoint an auditor for annual accounts*.	Annually
3.22	Review Academy safeguarding arrangements*.	Termly
3.23	Review pupil premium interventions and monitor achievements	Termly
3.24	Draft and review the Governor Improvement Plan	Termly
3.25	Review strategic direction and progress	Termly
3.26	Receive a verbal report from the Chair and consider whether any further action is necessary	Termly
3.27	Review and Approve the Governor Code of Conduct	2 Yearly
3.28	Review progress and attainment	Termly
3.29	Review GCSE results	Annually
3.30	Review Terms of Reference	Annually
3.31	Review Risk Register	Termly
3.32	Receive Management accounts	Monthly via Governor Hub
3.33	Review Scheme of Delegation	Annually

3.34	Review Declarations of Interests Summary	Each meeting

*these matters cannot be delegated to either a committee or an individual

4.0	**MEETINGS**
4.1	To hold at least three Governing Body meetings a year.
4.2	Dates for main Governors meetings shall be prior to the start of the academic year with reference to the Academy Diary. A notice calling each meeting setting out the items for discussion at the meeting will be issued by the Chair, in conjunction with the Principal, normally at least seven days prior to the meeting.
4.3	Minutes of each meeting will be recorded by the Governance Professional.
4.4	Minutes of all meetings will be submitted to the Governing Body for consideration.
4.5	The Governing Body will normally meet every half term, and otherwise as required by the Governing Body, Chair or Principal.
4.6	The Agenda for each meeting shall be set by the Chair of the Governing body with the assistance of the Principal or their representative. Items for discussion will as a minimum requirement cover those listed below in the Annual Work Plan section (see 5.0 below).

5.0	**ANNUAL WORKPLAN**

Autumn term	**Spring term**	**Summer term**
• Agree constitution (3.1) • Appoint Chair and vice chair – Bi annually (3.3) • Review committees and delegation (3.8 & 3.15) • Appoint committees (3.6 & 3.7) • Review TOR (3.30) • Review GCSE results (3.29)	• Approve Annual Report and AGM (3.19) • Appoint Auditor • Approve targets (3.10) • Approve the school development plan (3.10) • Draft the Governor Improvement Plan (3.24) • Review Scheme of Delegation	• Strategy day • Approve the Governor Improvement Plan (3.24) • Approve Budget (3.12) • Undertake an self-assessment (3.20)
Termly		
• Appoint/remove Governors (3.2 & 3.7) • Receive reports from committees (3.9) • Receive the Chairs report (3.26) • Receive Principal's Report (3.10) • Receive governors visit reports (3.11) • Review governors' training (3.13) • Review complaints (3.16) • Review pupil exclusions (3.17) • Review and ratify Academy policies (3.18) • Review safeguarding (3.22)		

- Review Pupil Premium (3.23)
- Review G.I.P (3.24)
- Review Strategy (3.25)
- Review progress and attainment (3.28)
- Receive Management Accounts (3.32)
- Review Risk Register (3.31)